| King County | Department of Adult and Juvenile Detention<br>Adult Divisions<br>General Policy Manual | |
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| | **Chapter 1**<br>**Administration and Personnel Management** | |
| **1.03.008,**<br>**Administrative & Staff Areas** | Approved By: | Director John Diaz |
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**Purpose**
To establish guidelines for the use and care of administrative and staff areas.

**Policy**
It is the policy of the department to ensure that all administrative and staff areas of the facilities are functional for their intended purpose. The design, construction, and maintenance shall seek to conform to all local, state, and federal codes and the professional standards of the American Jail Association.

**A. General Guidelines**

1. All divisions shall maintain separate bathroom and locker room facilities for male and female staff members.
2. Staff members shall be appropriately attired in all lounge areas.
3. Staff members are expected to keep the areas they use clean.
4. Staff members shall be encouraged to take rest and meal periods in designated break areas away from inmates, to eat in an area that offers privacy from inmates and space for meals.
5. Reasonable accommodations shall be made to ensure that all areas of department facilities that are accessible to the public are accessible and usable by staff and visitors with disabilities.

**B. Administrative Areas**

Space shall be provided for administrative, custodial, support, and clerical staff. This space may include conference rooms, an employee lounge/meal area and a locker room, storage for records, a public lobby, and appropriate bathroom facilities.

**C. Staff Areas**

Department detention facilities shall provide staff members with the following:

1. An area to change clothes and to shower.
2. An area that offers privacy from inmates and provides space for meals.
3. Access to exercise/physical training facilities and equipment.
4. Space for training.
5. Space for shift change briefings.

6. Bathrooms that are not used by inmates.